

## Chapter 35: Recordkeeping

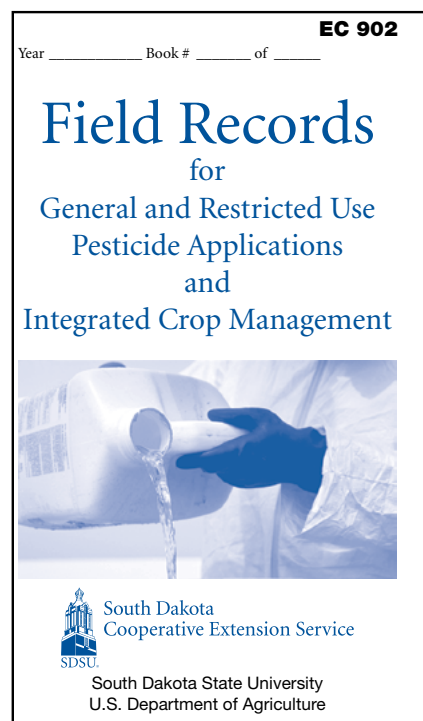


Jim Wilson  
Kurtis D. Reitsma

Recordkeeping is an important component of all crop production systems. The time that is spent maintaining careful records can help improve the production, profit, and overall efficiency of the production enterprise. Records provide historic information needed to identify successes and failures.

Records should be as detailed and complete as possible. Some basic elements of records include field location, crop type, hybrid number, genetic enhancements, soil type(s), previous crop, tillage, planting information, soil test and fertilizer/manure applications, pesticide applications, and harvest information. See sample form at end of chapter.

Scouting maps and the results of soil and manure tests should be attached or included in records. The location of problem areas (previous weed, insect and disease as well as wet and saline spots) within the field should be identified and the area marked on a map. Maintain a latitude–longitude record of the location of drain tile lines if they have been installed in the field. If available, daily or monthly weather records should be attached to the yearly record, as weather is one of the most influential yet uncontrollable variables that can impact crop yield.



## Recordkeeping requirements of private pesticide applicators

Federal law requires that all private pesticide applicators keep the following records of the applications of all restricted-use pesticides (RUP).

1. The brand or product name of the RUP and its EPA registration number. Federal law only requires you record RUP applications, but general use pesticide applications should be documented as well.
2. The total amount applied. Record the total quantity of the product used—not the quantity after water or other substances were added. Amount does not refer to percent of active ingredient. Use the pesticide label for reference and record the amount in quantities similar to label language. For example, if the label states the pesticide is to be measured in pints or ounces, then record the amount in that measurement.
3. The size of the area treated. This information should be recorded in a unit of measure such as acre, linear feet, bushel, cubic feet, square feet, number of animals, etc., which is normally expressed on the pesticide label in reference to this application being made. For special applications such as weed wicks or band applications, record the total area covered. For example, if an 80-acre field is treated using a band application, the entire 80 acres would be recorded as the “size of area treated.”
4. The crop, commodity, stored product, or site to which the pesticide was applied. Refer to the pesticide label for guidance if you are unsure how to record this information.
5. The location of the application. Record the location of the treated area, not the address of the farm or business. Your goal is to be able to allow an individual who is not familiar with the area to identify the exact location of the application two years later. The law allows only the following location designations:
  - a. County, range, township, and section.
  - b. Maps or written descriptions.
  - c. A USDA identification system such as those used by the Natural Resources Conservation Service or the Consolidated Farm Service Agency (formerly SCS and ASCS), which involves maps and a numbering system to identify field locations.
  - d. GPS coordinates.
  - e. The legal property description.
6. The month, day, and year of the application.
7. The applicator’s name and certification number.

Federal law requires that these records be recorded within 14 days of application and kept for a minimum of 2 years. RUPs may only be purchased and applied by a certified applicator. All RUPs will clearly state “restricted use” on the label. Additional information on pesticide and general field recordkeeping is available from SDSU Extension Regional offices or:

SDSU Extension

<http://extension.sdstate.edu>

South Dakota Department of Agriculture

[http://sdda.sd.gov/Ag\\_Services/Agromony\\_Services\\_Programs/Pesticide\\_Program/Pesticide\\_Recordkeeping.aspx](http://sdda.sd.gov/Ag_Services/Agromony_Services_Programs/Pesticide_Program/Pesticide_Recordkeeping.aspx)

## **Recordkeeping requirements of commercial pesticide applicators**

South Dakota Administrative Rules (ARSD 12:56:07:01) lists the items required for commercial pesticide applicator records.

Records do not need to be kept as a single document. They may consist of several documents, provided the documents have been completed by the applicator and the required information has been recorded. If the records are placed in a book or file, the list of supplemental document locations must be attached. Record information may be coded, provided an explanation of the codes is attached to the record.

A commercial applicator must record the following information for each application by the close of each business day. All application records must be kept a minimum of 3 years.

1. The name and address of the person for whom the pesticide was applied.
2. The location of the land or property where the pesticide was applied.
3. The pest to be treated.
4. The acreage, area, or number of plants or animals treated or other appropriate description.
5. The year, month, day, and time the pesticide was applied.
6. The person or firm who applied the pesticide.
7. The trade or brand name and common name of the pesticide applied.
8. The company name appearing on the product label.
9. The weather conditions at the time of application, including direction and estimated velocity of the wind and the temperature at the time the pesticide was applied. (This requirement does not apply to application of baits in bait stations or pesticide applications in or immediately adjacent to structures.)
10. Amount of the pesticide applied and concentration in pounds or gallons per unit or percentages of active ingredients per unit of the pesticide used.
11. Specific crop or designated site or commodity to which pesticide application was made.
12. Name and address of the applicator.

### Useful links

- SDSU Private Applicator Restricted Use Pesticide Recordkeeping: [extension.sdstate.edu](http://extension.sdstate.edu)
- For the following sources of information, use the South Dakota Department of Agriculture Pesticide Program website: [http://sdda.sd.gov/Ag\\_Services/Agronomy\\_Services\\_Programs/Pesticide\\_Program/Pesticide\\_Recordkeeping.aspx](http://sdda.sd.gov/Ag_Services/Agronomy_Services_Programs/Pesticide_Program/Pesticide_Recordkeeping.aspx)
  - ♦ SDDA Compliance Policy Guide for Commercial Applicator Records (pdf)
  - ♦ USDA Pesticide Recordkeeping Program (link)
  - ♦ USDA Pesticide Recordkeeping Requirements for Certified Private Applicators of Federally Restricted Use Pesticides (pdf)
  - ♦ USDA Restricted Use Recordkeeping Inspection (pdf)
  - ♦ USDA Guidance for Using GPS Coordinates to Record Locations under the Federal Pesticide Recordkeeping Regulations (pdf)

## Sample Field Record Form

Name							
Address							
City		State		Zip			
Certification Number:				<input type="checkbox"/> Private <input type="checkbox"/> Commercial		Exp. Date:	
Field Name						Acres	
Quarter:		Section:		Township:		Range:	
Soil Type:							
-----Crop Information-----				-----Soil Fertility-----			
Previous Crop				Date of Sampling			
Tillage				Soil Test Results		Pre-Sidedress N Test	
Residue % at Planting				NO <sub>3</sub> - N		NO <sub>3</sub> - N	
-----Planting Information-----				P			
Hybrid:				K			
Maturity		RM:		GDU:		pH	
Yield Goal				OM			
Planting Date				Other			
Planting Depth				-----Nitrogen Credits from Previous Year-----			
Moisture at Planting				Manure N Credit		Legume Credit	
Planting Population							
Actual Population				*Attach Soil and Manure Test Results			
-----Fertilizer/Manure Applications-----							
Date	Fertilizer Grade – or -- Type of Manure		-----Nutrients Applied-----				Cost/Acre
			N	P <sub>2</sub> O <sub>5</sub>	K <sub>2</sub> O	Other	
Summary for crop							
-----Herbicide/Insecticide/Fungicide Applications-----							
Date	Brand Name		EPA Registration Number (From Label)		Target Pest	Amount Used	Acres Applied
-----Harvest Information-----							
-----Acres with Percent Lodging-----				Date of Harvest			
0-25%	25-50%	50-75%	75-100%	Estimated Yield			
				Actual Yield			
-----Aflatoxins-----				Harvest Loss			
Black Light Test		<input type="checkbox"/> Positive <input type="checkbox"/> Negative		Moisture % at Harvest			
If aflatoxin is suspected, submit sample for laboratory analysis regardless of black light test results.				Date of Sale			
				Price Received			

## Additional information and references

Deneke, D., and R, J. Wilson. 2010. Field Records for General and Restricted Use Pesticide Applications and Integrated Crop Management. EC902. South Dakota State University, SDSU Extension, United States Department of Agriculture, Brookings, SD.

Pesticide programs – recordkeeping requirements. South Dakota Department of Agriculture, Division of Agricultural Services, Office of Agronomy Services. [http://sdda.sd.gov/Ag\\_Services/Agronomy\\_Services\\_Programs/Pesticide\\_Program/Pesticide\\_Recordkeeping.aspx](http://sdda.sd.gov/Ag_Services/Agronomy_Services_Programs/Pesticide_Program/Pesticide_Recordkeeping.aspx)

Recordkeeping Manual for Private Pesticide Applicators. 2010. United States Department of Agriculture, Agricultural Marketing Service – Pesticide Records Branch. <http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRD3342981>

## Acknowledgements

Wilson, J., and K.D. Reitsma. 2012. Recordkeeping. In Clay, D.E., C.G. Carlson, and K. Dalsted (eds). iGrow Wheat: Best Management Practices for Wheat Production. South Dakota State University, SDSU Extension, Brookings, SD.

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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